

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Assistant (State Contracting Officer) #50363932

ANNOUNCEMENT NO. 059-2018

SALARY: TS-308 / Minimum \$36,608 / Maximum \$64,147 annually

LOCATION: LA Military Department (LMD-K), Camp Beauregard, Pineville, Louisiana

OPEN: 29 March 2018

CLOSE: 12 April 2018

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

In accordance with R.S. 42:1701, if you are nominated for this position, you will be required to undergo a criminal background check prior to commencement of employment with the Louisiana Military Department.

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Military Members; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Two years of college (or equivalent) study or higher. This may be substituted with three years of experience in the contracting field. Must have the ability to communicate clearly and succinctly by both oral and written means. Must have the ability to type and produce written documents to civilian and military standards. Must have knowledge/skills with Microsoft Office Programs (Word, Excel, Powerpoint, Access, Outlook, etc.). Must have knowledge of Budget Management, Contracting Procedures and Programs and document preparation.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a Common Access Card (CAC) Card. Travel may be required. Must be available to report to duty during emergency or disaster situations. Must have the ability to work and communicate effectively with agency personnel, peers, superiors, subordinates and the public.

c. **OTHER REQUIREMENTS:** The LA Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Must attend/complete all LMD annual training and other training required for the position. Must adhere to the Code of Ethics and foster a Sexual Harassment-Free Environment.

3. CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Serves as the Assistant to the Contracting Officer for the development, execution and management of contracts, agreements and grants for the Louisiana Military Department (LMD). Duties include the verification and assimilation of initial request documentation; verifying program funding for projects and actions; preparation of competitive bid actions and advertisements; preparation and oversight of contract execution documents; oversight of contract recordation actions and filing; and management of contract actions. Coordinates with internal agency partners within the LANG and external agencies including the Division of Administration (DOA), entities, governmental agencies and political subdivisions, commercial and private entities, etc. Strives to achieve goals, focuses on leadership areas of emphasis, and ensures compliance with laws, regulations and policies governing the preparation of contracts, agreements and grants for LANG and the LMD. Additional duties and responsibilities include but are not limited to: Programming of Capital Outlay Funds, Conducting Pre-Bid Meetings and Bid Openings as required. Preparing/reviewing and executing request for proposal, formulating and enforcing agency policies and procedures regarding contract administration, executing transactions in LaGov and associated procurement system, training personnel on contracting procedures, ensuring quality control in the preparation and execution of contractual documents, action and managing lease actions as required. Coordinates routinely with CFMO, LMD entities (Installations, Budget, Fiscal, Legal, HQ), YCP, Federal Marshals and other governmental agencies. Interacts with commercial and private entities for document preparation and execution. Routinely corresponds with DOA (Office of Contractual Review and Facility Planning and Control). Perform other duties as assigned.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2016/10/LMD-H-Form-10-State-Application-pdf-10-25-2016NEW.pdf>.** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Ms. Wenda Woolf

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